



# Request to Authorize Bonus for Relocation Expenses

Approval is requested to authorize reimbursement of moving and relocation expenses as noted below.

## I. IDENTIFICATION DATA:

Name: \_\_\_\_\_

Academic Rank/Title: \_\_\_\_\_

Position Number: \_\_\_\_\_

Effective Date: \_\_\_\_\_

IV. AUTHORIZATION:

Department Chair/School Director \_\_\_\_\_ Recommend Approval \_\_\_\_\_ Recommend Denial

\_\_\_\_\_  
Dept Chair/Director Date

Director/Dean/VP: \_\_\_\_\_ Recommend Approval \_\_\_\_\_ Recommend Denial

\_\_\_\_\_  
Dean/Director/VP Date

Faculty Recruiting Budget \_\_\_\_\_ Recommend Approval \_\_\_\_\_ Recommend Denial

\_\_\_\_\_  
Academic Services Analyst Date

Provost & Vice President for Academic Affairs/Vice President, or Designee:

\_\_\_\_\_ Approved as Requested

\_\_\_\_\_ Denied as Requested. Total funds authorized from University Recruiting Budget: \_\_\_\_\_.

\_\_\_\_\_  
Provost & VP for Academic Affairs, or Designee Date

